

HIGH ENERGY SOLAR PHYSICS SUMMER SCHOOL

SMALL GRANTS PROPOSAL WRITING EXERCISE

Proposals are solicited to provide research in support of present and future high-energy solar physics research efforts. Approximately \$1M (note: in “virtual dollars”!) annually is available for this opportunity and it is expected that some 8 – 10 proposals will be funded. Support for multi-year efforts up to 3 years in duration may be requested; however, such proposals will be evaluated carefully against the scope and extent of the statement of work.

Proposal Content

Proposals should include at least the following information:

- Table of Contents
- Summary
- Technical Information
- References
- Budget
- CVs for major personnel
- Current and Pending Support

The *summary* should not exceed 500 words and should be intelligible to a scientifically literate non-specialist; it will be made available to the public if the proposal is accepted.

The *technical information section* of the proposal is limited to 10 pages (single spaced, 12-point font, with margins of at least one inch on all sides). It should be used to develop the main ideas of the proposal, to show the relevance to the agency’s mission in high-energy solar physics research (e.g., the NASA Roadmap, available at http://sec.gsfc.nasa.gov/sec_2003_roadmap.htm), and to justify the requested budget.

All *references* cited in the body of the proposal must be listed in a separate section, in standard scientific journal format.

The *budget* should reflect the statement of work in the technical information section. Allowable costs are limited to the following:

- Salaries (state number of months of effort for each separate salary line)
- Fringe Benefits (according to customary institutional practices)
- Equipment
- Travel
- Supplies and Materials
- Subcontracts
- Indirect costs in accord with customary institutional practices

Individuals who wish to propose costs in addition to the above should contact the awarding agency for guidelines. Institutional cost-sharing is encouraged, but not required.

CVs (limited to one page each) should be provided for the PI and for each individual who is involved at least 0.1 WY/year (i.e., 10% time) on the project. They should include a brief biography, a list of pertinent publications, and information on any research collaborations for the past 5 years.

Each individual involved in the proposed effort at more than 10% time should provide, in a tabular format of the PI's choosing, a list of current and pending support, including the current proposal. This list should include the title of the investigation, the funding agency, the duration, the dollar amount of support and the percentage of work commitment to the project.

Personnel in addition to the PI may participate in the proposed effort through the following mechanisms:

Co-Investigator Subcontracts. A budget, approved by the subcontracting institution, for each subcontract should be provided.

Local Co-Investigators. Individuals at the PI's institution may participate as either funded or unfunded co-investigators. The extent of involvement in the proposed effort, and the associated budget request, should be clearly spelled out.

US Collaborators. Individuals from any organization may participate as no-cost collaborators. The extent to which these individuals are involved in the proposed effort should be clearly specified.

Collaborators at Foreign Institutions. Personnel who are employed at institutions that are not located in the United States may participate, but are ineligible to receive financial support under this opportunity.

A signed letter of commitment should be included with the proposal from each individual listed as either a co-investigator or a collaborator. This letter is to commit the individual to the proposed effort and to acknowledge that their contribution will be used in the evaluation of the proposal. The following wording is suggested:

“I acknowledge that I am identified by name as a [co-investigator or collaborator] for the investigation entitled “.....” that is submitted to the High Energy Solar Physics Summer School Research Announcement, and that I intend to carry out all responsibilities identified for me in this proposal. I understand that the extent and justification of my participation as stated in this proposal will be considered during peer review in determining in part the merits of the proposal.”

Proposal Submission

Proposals should be submitted electronically as pdf files by 5 p.m. EDT on Thursday, June 22, 2006. A total of 10 paper copies of the technical section are also required for the review panels. Late proposals may be accepted if deemed in the interests of the agency.

Review Process

Proposals will be reviewed on Friday, June 23, 2006, by a panel of experts selected by the agency. Each panelist must demonstrate that they have no conflict of interest (defined either as a direct financial stake in the outcome of the submission or as a professional connection to the PI).

Announcement

The results of this opportunity will be made available to the community on Friday, June 23, 2006.

ACTIVITY TIMELINE

Wednesday, June 14, 9:00 a.m.

Describe the nature of the project and determine number of participants. Secure website created to receive proposal drafts.

Wednesday, June 14, 12:00 – 1:00 p.m.

Emslie to form teams of ~5 people each, with appropriate spread of backgrounds. Website passwords assigned to teams.

Wednesday, June 14, 2:00 – 3:00 p.m.

Teams meet to discuss title of submissions. Appropriate faculty assigned to lead teams.

Wednesday, June 14, 3:00 – 5:00 p.m.

Faculty facilitate general discussion of proposal and how to respond to NRA; writing assignments made

Thursday, June 15 – Friday, June 16

Informal discussions amongst team members; early drafts written and placed on website.

Saturday, June 17, 2:00 – 5:00 pm.

Teams discuss proposal and firm up writing assignments (note: Emslie will not be present)

Sunday, June 18 – Tuesday, June 20

Informal team and sub-team meetings continue; proposal drafts refined.

Wednesday, June 21, 2:00 – 5:30 p.m.

Faculty-led sessions to prepare penultimate proposal drafts. Proposals uploaded onto website.

Thursday, June 22, 2:00 – 5:30 p.m.

Preparation and upload of final proposals. Passwords distributed to other teams to permit review of submitted proposals in preparation for Friday's review process.

Friday, June 23, 2:00 – 5:30 p.m.

Each proposal reviewed by each other team (e.g. Team A reviews proposals B, C, D; Team B reviews proposals A, C, D, etc.). Reviews occur in separate rooms with faculty playing role of agency director. Faculty collect reviews at end.

Friday, June 23, 5:30 – 7:00 p.m.

Faculty leaders meet over dinner to discuss overall rankings

Friday, June 23, 7:00 p.m. – 8:30 p.m.

After-dinner presentation by faculty leaders on strengths and weaknesses of submitted proposals. General discussion.